

1.4.6 Required W-2 Forms and Publications During the Application Process

There are some other forms and publications that agencies are required to distribute at specific times during the application process, and there are some forms that are available in the event that is not functioning. Below is a list of these forms, a description of each form, and guidance as to when the form or publication must be distributed to applicants.

[W-2 Benefits and Services Offered at Wisconsin Works Agencies \(11890-P\)](#)

This brochure provides a one-page description of the benefits and services available at the W-2 agency. W-2 agencies must provide this brochure to every individual who requests assistance of any kind from the W-2 agency. W-2 agencies must have a supply of the brochure available in all of the public locations within their offices. In addition, at a minimum, it is suggested that the W-2 agencies ensure a supply of the publication is available for Greeters, Receptionists, and Resource Specialists to give to people with whom they speak.

[What to Bring With You \(2372-P\)](#)

The What to Bring With You publication describes the types of documentation an applicant may need to provide in order to verify specific information needed to determine W-2 eligibility. W-2 agencies must provide this publication to all applicants. This publication is also used for various Medicaid/BadgerCare Plus programs as well as the [FS](#), Child Care, and [CTS](#) programs.

[W-2 Rights and Responsibilities \(398-P\)](#)

The W-2 Rights and Responsibilities brochure outlines a participant's rights and responsibilities when participating in W-2, Child Care, [FSET](#) and [RCA](#) programs. The [FEP](#) must provide this form to all applicants and thoroughly review it with them. Applicants must initial the signature page of the CWW Application Summary acknowledging that they received the brochure. A signed copy of the summary must be scanned into ECF.

[Wisconsin Works \(W-2\) Participation Agreement \(10755\)](#)

The W-2 Participation Agreement (PA) outlines the basic participation requirements for a W-2 participant. The [FEP](#) must provide this form to all applicants and thoroughly review it with them. After the agreement has been discussed, the FEP, applicant, and all adults in the W-2 Group must sign it. The FEP must give the participant a signed copy of the [PA](#). The original must be scanned into [ECF](#).

The PA is important throughout the individual's time in W-2 because it outlines the requirements of W-2 participation. W-2 agencies may review the PA at [EP](#) updates, W-2 reviews, and as necessary. W-2 agencies may refer back to the PA if the participant

claims not to have known or understood a specific W-2 provision that was explained in the PA.

[Good Cause Notice \(DWSP-2018\)](#)

W-2 agencies must provide the Good Cause Notice form to all W-2 applicants when they apply for W-2. It will also be provided to participants when a child is added to the [W-2 Group](#), when a parent leaves the W-2 Group, at reapplication for continued benefits, or if a participant discloses to his or her FEP that the participant is experiencing circumstances that may meet the [CS](#) good cause criteria. A signed copy of this notice must be scanned into ECF. For other CS-related forms and publications, see [Chapter 15](#).

[Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support form \(2477\)](#)

W-2 agencies must provide the Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support form to all W-2 applicants. Those applicants being referred to the local [CSA](#), or applicants already receiving services from the local CSA, must sign the Notice of Assignment form acknowledging the assignment of child support or at least an understanding of how child support payments are assigned if they begin receiving child support payments while receiving W-2 services. (See [15.1.3](#)) A signed copy of this notice must be scanned into ECF.

[W-2 Barrier Screening Tool Agreement \(13578\)](#)

W-2 agencies must provide the W-2 Barrier Screening Tool Agreement (13578) form to all applicants to help explain the purpose of the screening and the types of follow-up services that may result from completing it. Applicants must indicate at the bottom of the agreement their decision to complete the screening process or decline to be screened. A signed copy of this notice must be scanned into ECF. For more information on the Barrier Screening Tool, see [5.4.1](#).

[Domestic Violence Brochure \(2614\)](#)

W-2 agencies must provide a copy of the Domestic Violence Brochure at the appointment with the RS. For safety reasons, it is important that W-2 agency staff point out the brochure so that the applicant can decide if it is safe to keep. Including the brochure in a stack of other papers may put the applicant/participant at risk if she/he is unaware of its presence.

[TANF Electronic Benefit Transfer \(EBT\) Transaction Restrictions Flyer \(2947\)](#)

W-2 agencies must provide the TANF EBT Restrictions Flyer to all W-2 applicants during the application process and at eligibility reviews. The flyer identifies specific merchant locations where TANF funded assistance cannot be accessed and specifies types of electronic benefit transfer transactions that are prohibited. This discussion provides an opportunity to educate participants about responsible spending to provide for basic needs.